

*Chrons*FBIS-1008/88
11 July 1988

MEMORANDUM FOR: Director, Foreign Broadcast Information Service

FROM:

[redacted]
Chief, Analysis Group

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SUBJECT:

Recommendation for Quality Step Increase -
[redacted]

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1. For more than a year, [redacted] has performed her duties and met new challenges in a consistently excellent manner. She has made a significant contribution to the China Branch, accurately selecting material for the files, providing support and expertise in the revision and implementation of over 300 PRC PASKEY thematic codes, and eagerly responding to ad hoc requests.

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2. In October 1987, a new Research Staff position, assistant PRC coder, was filled to assist in the accurate, timely, and efficient maintenance of the voluminous China research files and automated research database and to gain additional resources for in-depth research projects. [redacted] was challenged--and made noteworthy progress--training the assistant coder, a task that requires maintaining close working relations for proper division of labor, constant feedback, detailed explanations of thematic coding concepts, and a good working knowledge of the China area material.

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3. As evidence of [redacted] capable training, the assistant coder is independently selecting material for the central files and is now able to concentrate on learning the detailed procedure of PRC PASKEY thematic coding, which will continue for a few more months. It is a credit to [redacted] that during this arduous training period, she was able to perform her own duties in a timely manner and willingly completed priority ad hoc requests when the need arose.

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4. In recognition of her sustained excellent performance under challenging circumstances, I recommend that [redacted] be awarded a quality-step increase.

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[redacted]

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SUBJECT: Recommendation for Quality Step Increase -

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APPROVED:

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11 AUG 1988

Director, Foreign Broadcast Information Service

Date

C/AG/FBIS (11 July 1988)

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